

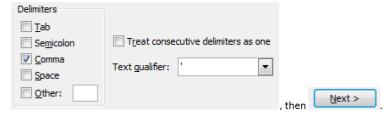
<u>Instructions for Importing Selected Bridges Data into MS Excel</u>

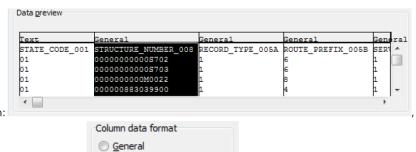
- Open Excel.
 Go to File Open Browse.
 Select All Files (*.*) from the file type drop-down.
- Browse to your file. Click Open.
 Delimited Characters such as commas or tabs separate each field.
 Choose: Fixed width Fields are aligned in columns with spaces between each field. , and there were the spaces of the spaces between each field. , and the spaces between each field.

<u>T</u>ext
 <u>D</u>ate: MDY

Do not import column (skip)

Choose Comma and single quote (not the default of Tab and double quote):





, then Select Text All Files (*.*)

. This will import the

Highlight the second column:

then choose **Text** (not the default of **General**): structure numbers correctly and maintain the formatting.

• Save your Excel file.